

PAYMENT - SHOPPING CART


In the following explanation, the provider has entered a new application into the system, completed the Registry Checks on the Required Registries for the applicant, selected the Radio Button *I intend to employ this applicant. Continue to the next step: Criminal History Check* and clicked the Make Decision button. At this point, if the provider has **more than one application** to enter and wants to pay for all simultaneously, go back into the Work Queue and enter the next application. Continue with the above steps until all applications in the Work Queue each show at **43%**. When ready to pay, click on any one of these 43% application Progress bars (shown by the red arrow in this example).


| Last Saved | Last Name | First Name | Application ID | Facility Name | Modified By | Status | Progress |
|------------|-----------|------------|----------------|---------------|----------------|----------------|--|
| 11/16/2017 | MARTIN | BETH | 67D51EB3 | Acme Five | Barbara Layden | Payment Needed | 43  |
| 11/16/2017 | SMITH | BETH | A87866D5 | Acme Five | Barbara Layden | Payment Needed | 43 |
| 11/16/2017 | WYMAN | BARBARA | 7BCB5B53 | Acme Five | Barbara Layden | Payment Needed | 43 |


* **Important Note:** If you have progressed to the point where an applicant is at 43% and they decided not to take the job or you decide not to hire them, contact the MBCC for instructions on how to remove them from your work que. If you do not remove them they will always appear in your shopping cart each time you enter the cart and you may pay for an unneeded background check by mistake.


Clicking on any bar with the progress of 43% will open a new window showing applications in the Shopping Cart. The Shopping Cart is limited to a maximum of 25 applications, meaning a total of no more than 25 may be selected for payment at any one time.


Checkout


Cart


Address


Payment


Confirm


Complete

Shopping Cart

| <input checked="" type="checkbox"/> Select | Item(s) | Amount |
|--|--|----------|
| | Acme Five | |
| <input checked="" type="checkbox"/> | 67D51EB3 - BETH MARTIN - Criminal Background Check | \$56.00 |
| <input checked="" type="checkbox"/> | A87866D5 - BETH SMITH - Criminal Background Check | \$56.00 |
| <input checked="" type="checkbox"/> | 7BCB5B53 - BARBARA WYMAN - Criminal Background Check | \$56.00 |
| | Qty: | 3 |
| | Total: | \$168.00 |

Return to Work Queue
Checkout

The shopping cart will display applicants under the facility they have been assigned to. If you have multiple facilities in your account, the facilities will be displayed alphabetically. If you wish to pay for

any applications in the shopping cart at a later time, simply uncheck them and they will not be paid for. You can verify this by looking at the “Quantity” box in the lower right hand corner. Once the information is accurate, select Checkout.

This will open the window where the billing information needs to be added. If the information is already entered here, confirm that it is accurate. If fields are blank, enter the information. If you would like an emailed copy of your receipt, enter the email address you would like the receipt emailed to and check the box next to ‘*Please send an email receipt to this address*’.

Billing Address

Edit Billing Address

First Name: *

Last Name: *

Address: *

Zip: *

City: *

State:

Email:

☐

Please send an email receipt to this address.

Back

Next

The Billing Address information will be saved in the system – you will not need to re-enter this unless your information changes. Once information is entered and verified, select the Next button.

This will open the window in which the payment method is selected – either Credit Card or Bank Account.

Payment Method

Credit Card

Bank Account

If Credit Card is selected, enter the Credit Card Number, Expiration Date (month and year), and Security Code.

Credit Card Information

Credit Card #: *

Expiration Date: *

Month

Year

Security Code: *

Back

Next

If Bank Account is selected, select either the Checking or Savings Radio Button and enter Account Number and Routing Number.

Checking / Savings Account Information

☐ Checking ☐ Savings

Bank Account #: *

Account Confirmation #: *

Routing #: *

Routing Confirmation #: *

Where can I find my account and routing number?

Back

Next

When the required information is entered, verify it is correct and select Next.

This will open the Order Confirmation page. If you wish to complete paying for the background checks, check the box next to ‘** I Authorize Payment*’.

Order Confirmation

Please verify your order and billing information.

☐ * I Authorize Payment

Scroll down the page and verify all the information you see here is accurate. If the information you entered is accurate, click the Submit button at the bottom of the page.

Back

Submit

Prior to clicking the Submit button, you can click the Back button at any step to back out of the payment process.

Once the payment has been submitted, a new window will open.

Order Complete!



Payment Success!

Your payment has been processed.
Details are listed below.

This page will also have a copy of the receipt and the option to Print that receipt. Scroll to the bottom of the page and select Close or simply click back into the Work Queue.

If '[Please send an email receipt to this address](#)' was selected and an email address was entered, this receipt will be sent by the Maine State Treasury to the provided email address. One email receipt per applicant will be sent.

Important!

Our system **will** save the Billing Address. If this information should change, please update the information in the system.

Our system, per PayMaine policy, **will not** save Credit Card information or Bank Account information. This information must be entered each time you make a payment.